

LinkedIn Learning

What is LinkedIn Learning?

LinkedIn Learning is an online educational platform that helps you discover and develop business, technology, and creative skills through expert-led course videos.

How does it work?

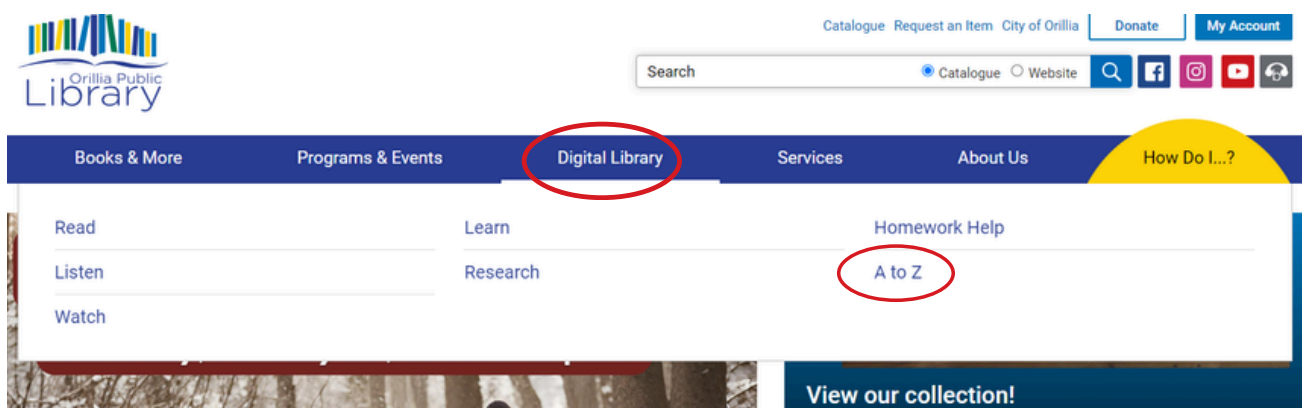
There are over 25,000 learning videos (courses) available to view. There are also curated Learning Paths filled with videos on particular topics, such as “Microsoft Basics” and “Understanding Cloud Fundamentals”. Once you have completed a course, you can choose to have the certificate of completion added to your LinkedIn profile for potential employers to see.

How do I access it?

To access LinkedIn Learning you need: access to internet, a device such as a tablet, smartphone, or computer, and a library card.

For a computer:

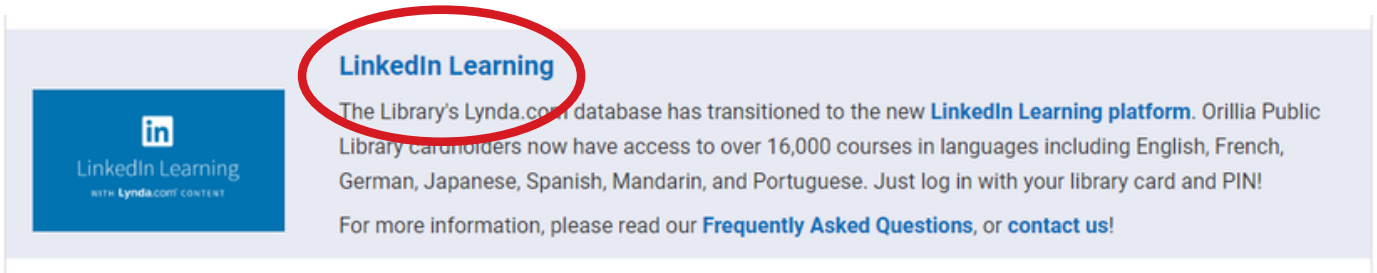
1. Head to our website (www.orilliapubliclibrary.ca). Select “Digital Library” and then “A-Z”.



The screenshot shows the Orillia Public Library website. At the top left is the library logo. On the right, there are links for 'Catalogue', 'Request an Item', 'City of Orillia', 'Donate', and 'My Account'. Below these is a search bar and social media icons for Facebook, Instagram, YouTube, and a refresh icon. The main navigation bar is dark blue and contains 'Books & More', 'Programs & Events', 'Digital Library' (circled in red), 'Services', 'About Us', and a yellow 'How Do I...?' button. A dropdown menu is open under 'Digital Library', showing 'Read', 'Listen', 'Watch', 'Learn', 'Research', 'Homework Help', and 'A to Z' (circled in red). At the bottom right, there is a blue button that says 'View our collection!'.

2.

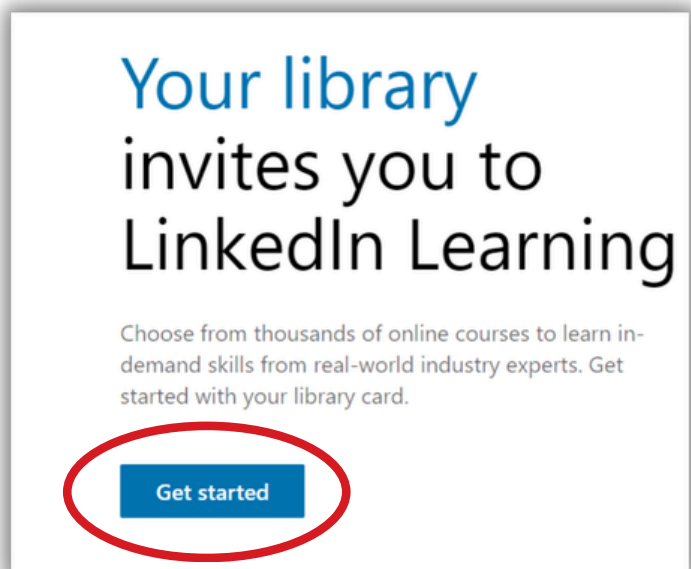
Scroll down the alphabetized list and click “LinkedIn Learning”



The screenshot shows a navigation menu with a blue square containing the LinkedIn logo and the text "LinkedIn Learning WITH Lynda.COM CONTENT". To the right, the text "LinkedIn Learning" is circled in red. Below it, a paragraph states: "The Library's Lynda.com database has transitioned to the new LinkedIn Learning platform. Orillia Public Library cardholders now have access to over 16,000 courses in languages including English, French, German, Japanese, Spanish, Mandarin, and Portuguese. Just log in with your library card and PIN! For more information, please read our [Frequently Asked Questions](#), or [contact us!](#)"

3.

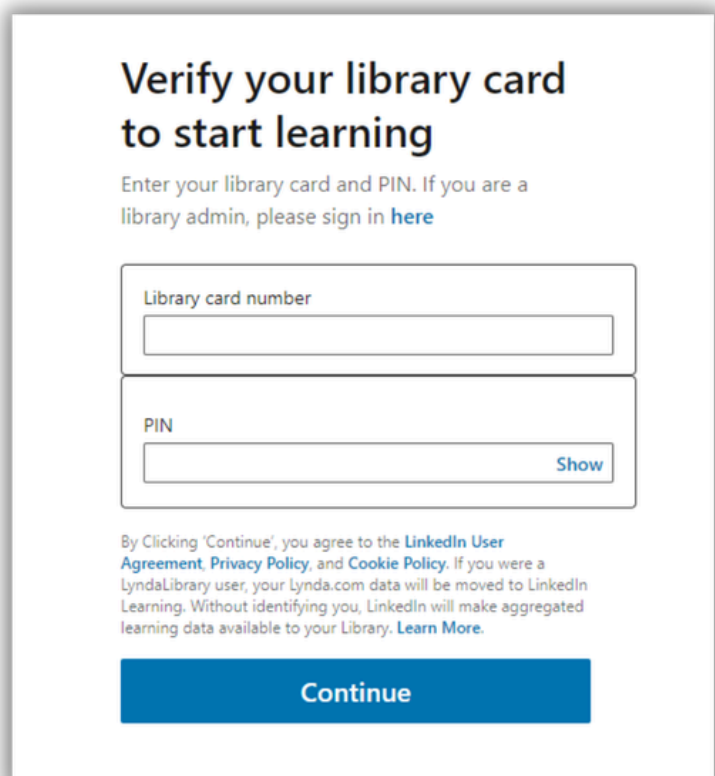
You will be redirected to this page. Select “Get Started”



The screenshot shows a white landing page with the heading "Your library invites you to LinkedIn Learning". Below the heading, it says "Choose from thousands of online courses to learn in-demand skills from real-world industry experts. Get started with your library card." At the bottom, a blue button with the text "Get started" is circled in red.

4.

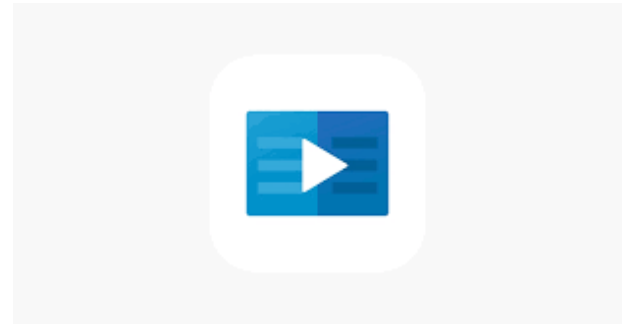
Enter your library card number (full number no spaces) and your PIN (the first 4 letters of your last name in lowercase). Then hit “Continue”.



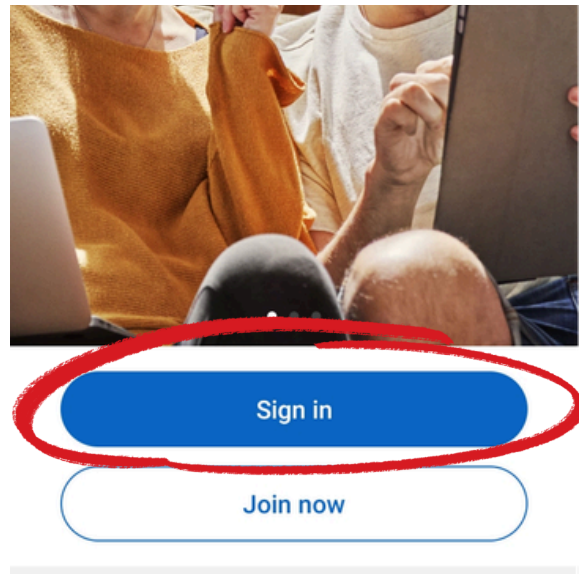
The screenshot shows a verification page with the heading "Verify your library card to start learning". Below the heading, it says "Enter your library card and PIN. If you are a library admin, please sign in [here](#)". There are two input fields: "Library card number" and "PIN". The "PIN" field has a "Show" link next to it. At the bottom, a blue button with the text "Continue" is highlighted.

For a Phone or Tablet:

1. Download the Linked In Learning app on your device.



2. Open the app and select "Sign In" (even if it is your first time).



3. Click "Sign in with your library card".

Sign In

Sign in using the same email address you use for LinkedIn.com or your organization email

[Sign in with your library card](#)

New to LinkedIn? [Join now](#)



4.

If you are connecting outside the library building, you will be asked to confirm your Library ID. Enter it and hit continue. The ID is: orillialibrary



in LEARNING

Your library invites you to LinkedIn Learning

Find your library by entering your Library ID ⓘ

Enter your Library ID

www.linkedin.com/learning-login/go/libraryID

Continue

5.

Enter your library card number (full number no spaces) and your PIN (the first 4 letters of your last name in lowercase). Then hit “Continue”.

Verify your library card to start learning

Enter your library card and PIN. If you are a library admin, please sign in [here](#)

Library card number

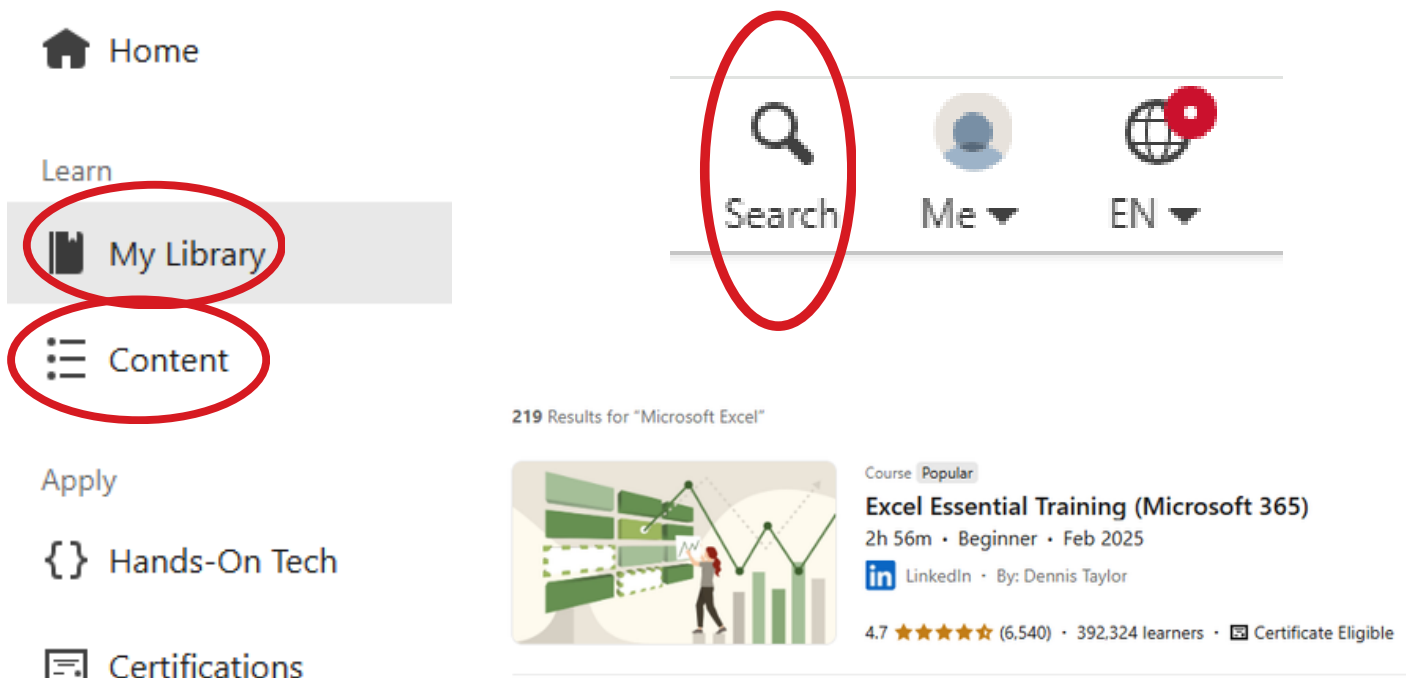
PIN [Show](#)

By Clicking 'Continue', you agree to the [LinkedIn User Agreement](#), [Privacy Policy](#), and [Cookie Policy](#). If you were a LyndaLibrary user, your Lynda.com data will be moved to LinkedIn Learning. Without identifying you, LinkedIn will make aggregated learning data available to your Library. [Learn More](#).

Continue

Begin Learning:

1. Complete the quiz by selecting subjects you may be interested in.
2. Your home page will look something like this. In “Content” you will find suggested courses based on your quiz answers. You can use the search bar at the top right corner to search for specific topics, i.e, Excel.



Under “My Library” you will see all the courses you have completed or are currently working on. Completed certificates can also be found on the left side bar.

3. Click on a course to get started. You will begin with the first segment, all courses are in video format. You can navigate through the different sections of the courses on the left-hand side.

The screenshot displays a video player for an Excel training course. On the left is a dark sidebar with a 'Contents' menu. The main area shows a video of an Excel spreadsheet with a table of sales data. The video player controls at the bottom indicate the video is at 0:17 of 0:47. Below the video, the instructor's name and profile are shown, along with related course materials.

Contents

- Introduction
 - Getting started with Excel for Microsoft 365 (47s video)
- 1. Getting Started with Excel
 - Excel fundamentals: What can it do? (3m 42s video)
 - Excel's ribbon menu and the Quick Access Toolbar (4m 15s video)
 - Shortcut menus and the mini toolbar (4m 36s video)
 - Understanding Excel workbooks and worksheets (5m 2s video)
 - Use Excel Help (3m 35s video)
 - Excel's accessibility features (4m 28s video)
 - Chapter Quiz (6 questions)
- 2. Entering Data in Excel
 - Exploring data entry, editing, and AutoFill (7m 20s video)
 - Working with dates and times in Excel (4m 6s video)
 - Using Undo and Redo

Excel Essential Training (Microsoft 365)
Getting started with Excel for Microsoft 365

	A	B	C	D
1		Jan	Feb	Mar
2	Sales	130	170	220
3	Overhead	100	125	160
4	Profits	30		
5				
6	()		0.25	
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10				
11				
12				
13				

Instructor
Dennis Taylor
Excel expert with 25+ years of experience

Related to this course
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Certificates · Sh

Happy Learning!